

**Basic Job/Position Descriptions for Personnel Applying for Appointment to
Virginia 1 DMAT (Disaster Medical Assistance Team)**

The selection of members to serve on Virginia 1 DMAT will be based on a competitive application and selection process for all positions with the exception of the Team Leader, Deputy Team Leader, Administrative/Finance Chief Officer (AO) and Logistics Chief. These executive leadership positions will be appointed by the VA-1 DMAT Directors group. Members will be selected based on several criteria that will include, but not be limited to: seniority and rank, work experience and skill level, federal or regional team experience, level of commitment, ability to work in a team setting, etc. Initial selection decisions will be subject to final approval by the Department of Homeland Security, Federal Emergency Management Agency's NDMS program managers. It is anticipated that VA-1 DMAT will ultimately have a membership roster of approximately 100 active members across all medical and management specialties. For example, medical and support positions may require a 2 to 3 person depth to insure response readiness.

Basic Requirements for all position descriptions.

Applicants must:

- 1) be at least 18 years of age
- 2) be a U.S. Citizen.
- 3) have registered with the Selective Service System if male and born after December 31, 1959.
- 4) perform the duties and responsibilities of the position in an austere (field) environment.
- 5) have primary employer sponsorship on the team.
- 6) meet all physical and mental functional standards as published in the current NDMS Team Administrative Handbook.
- 7) maintain a current and unrestricted license, certification or registration in the appropriate specialty, and/or line position for which he or she is applying. As an example, if applying for a staff nurse position, an applicant must present the following documentation:
 - a) Current and valid license as a registered nurse (RN).
 - b) Current certification in Basic Life Support to include neonate, child, adolescent and adult. Note: ACLS (Advanced Cardiac Life Support and Pediatric Advanced Life Support is preferred.
- 8) abide by all criteria of the NDMS and VA-1 DMAT Response Team Codes of Conduct as found in the current NDMS Team Administrative Handbook and VA-1 DMAT Policies and Procedures Manual.
- 9) agree to complete basic core DMAT Team Member Training requirements within 6 months of selection on a voluntary basis.
- 10) provide VA-1 DMAT's medical director with all required health and medical documentation as may be deemed medically necessary to insure individual and team safety and health during team training or federal activations. Willingly complete all medical procedures, such as medical physicals and inoculations, which may be required by NDMS team policies.
- 11) agree to submit to a background check or provide documentation of a credible background check as may be required by NDMS and VA-1 DMAT.
- 12) accept team deployment decisions as a matter of executive discretion of the team leader, lead medical director and senior staff leadership of Virginia 1 DMAT.

VA-1 DMAT Brief Position Descriptions – Minimum Requirements

Administrative Assistant (3) – One year of specialized experience in any clerical, office or other work related to NDMS that indicates ability to perform the duties of this position. Response Team Experience is preferred.

Safety Officer (3) – Senior personnel safety and accountability position. Responsible for anticipating, recognizing and assessing unsafe conditions or practices. Reports to the Task Force Leader. Must have completed advanced Incident Command Training, Incident Safety Officer training and the OSHA Hazardous Materials First Responder course or equivalent. 2 years experience is required managing risk and/or occupational safety in a hospital or public safety organization. Response team experience preferred.

Communications Officer (3) – Provide for internal team communications, communication links with the NDMS System and team messages to home during deployments. One year of specialized experience directly related to the NDMS response systems. Applicant should have extensive knowledge of VHF, UHF and HF radio systems, PBX, cellular and satellite communications. Knowledge of incident communications planning. Response Team Experience and/or military service preferred. This is a supervisory position.

Communications Technician (3) – Responsible for implementing and troubleshooting DMAT Team internal and external communications. Applied knowledge and skills in setting up and troubleshooting communications equipment. Response team experience preferred.

Lead Medical Officer/Team Medical Director (1) – This position serves as the clinical operations section chief/supervisory medical officer. Works directly with DMAT Team Leader in making collaborative operational decisions. Directs and supervises all medical care operations provided by the team. Serves as the team's lead/senior medical director. Must be a Board Certified physician with a valid and unrestricted license to practice medicine in the United States. Emergency Medicine or trauma surgery background is required with a minimum of 5 years experience as a lead/supervising physician. Strong teaching credentials and an active medical practice are required. Experience as an EMS agency Operational Medical Director in a busy community is preferred. Response team and/or military experience is desirable.

Medical Officer (MD/DO) (8) – Must be a Board Certified physician with a valid and unrestricted license to practice medicine in the U.S. Extensive Emergency Medicine (adult or pediatric) or trauma surgery background is required. Adult and Pediatric emergency medicine physicians are needed. ACLS, PALS, ATLS are preferred qualifications. A minimum of 3 years experience as a practicing emergency physician is required. Experience as an EMS agency Operational Medical Director in a busy community is preferred. Response team and/or military experience is desirable.

Physician's Assistant (3) – Performs direct medical care under the supervision of the attending physician. Directs medical care when appropriate and assists with medical triage and treatment of victims of a disaster or emergency. The applicant must possess a current license or registration as a physician's assistant in the state of record. Certification as an adult, family or emergency practitioner, ACLS and PALS preferred. EMS and/or response team experience is preferred.

Nurse Practitioner (3) – Reporting to the Supervisory nurse and attending physician, this position provides or supervises the provision of nursing care for all patients seriously injured or ill as the result of a disaster. Provides comprehensive problem solving and leadership in discriminating between normal and abnormal findings. Provides advanced skills as directed by supervisors. Must possess a current license/registration as a professional nurse practitioner on the state of record. Certification as an adult, family or emergency nurse practitioner and ACLS is preferred.

Supervisory Nurse Specialist (3) – Current license or registration as a professional nurse in the State of record. Certification as an adult, family or emergency nurse. Certification in emergency department nursing by the ENA or equivalent is required. This is a senior supervisory position overseeing all nursing functions for the team. Response team experience is preferred. Applicant should have several years of experience as a charge nurse, unit leader or emergency department or trauma service nurse manager. ACLS is preferred.

Nurse, Staff (12) – Reporting to the supervisory nurse. Provide a broad range of nursing care to ill and injured patients due to disaster or major emergency. At least 3 years of experience as a staff nurse. Must have a degree or diploma from a nursing program accredited in the state where the training was received. Emergency nursing/critical care nursing experience is required. Response team experience preferred.

Paramedic (12) - At least 3 years of experience as an EMT-Paramedic. Provide a full range of basic and advanced life support functions for critically ill and injured patients reporting to the attending physician. Patient assessment, resuscitation, packaging and splinting. Leads litter evacuation teams, transportation coordination and reporting as may be required. Credentials must show current and valid state and/or national registry certification as an EMT-Paramedic. Response team experience preferred. ACLS, PALS and BTLS/ATLS is preferred.

Medical Support Staff (Paramedic, EMT-I, EMT-B, Respiratory Therapist, Nurse, Hazardous Materials Technician, X-Ray Technician, Lab Technician, LPN) (15) – Assists other medical staff with emergency care, diagnostic procedures and treatment of patients. Credentials must reflect a current and valid license, certification or registration in the state of record. Response team experience is preferred.

Registered Pharmacist (3) - Responsible for compounding prescriptions of physicians and other licensed practitioners at the site of a disaster or emergency. The pharmacist reports to the logistics chief. Must be licensed to practice pharmacy in the state of record. Experience in disaster and or medical care operations is preferred. This is a supervisory position.

Pharmacy Technician (3) - Reporting to the pharmacist, distributes prescriptions as prescribed and prepared. Documents distributions. Performs related duties as required. Response team or experience in disaster or medical care operations is preferred.

Mental Health Specialist/LCSW/PERS Nurse (3) - Responsible for planning and implementing mental health services for disaster victims and their families. 3 years progressively higher level practice and education in mental health care is required. Must have a graduate degree in behavioral or clinical social work. Must have a license or registration in the state of record. Training in critical incident stress management, disaster medical services and in incident command systems along with response team experience is preferred.

Equipment Specialist (3) Reporting to the Logistics Chief, must have experience and skill in maintaining and performing minor repairs of a variety of unrelated equipment that may include powered generators, medical equipment and devices, electrical devices etc. Performs related duties as required. Credentials in Bio-medical equipment service is preferred. EMS and/or response team service is desirable.

Technical Documentation/PIO (3) - Provide photo and video documentation of team response and operations. Assist Deputy Team Leader with technical event documentation requirements and specialized team needs. Must have experience in photo, video and audio production. Background in providing Public Information for a hospital or public safety agency preferred. Emergency response team experience is preferred.

Massage Therapist (3) - Provide team members with rehabilitation and stress relief as required. Have industry standard credentials as a massage therapist. Assist with off-duty team member organized support activities. Emergency response team experience preferred.

Cook/Food Service (3) - Must plan, order, substitute, store and prepare team meals, snacks and special diets as required. Manage potable water supplies for team operations and personal team use. Have extensive background in preparing quality and nutritional meals for large numbers of people. Formal credentials as a food handler will be required. Experience preparing food in an austere environment for a team/group is preferred. Emergency response team experience is preferred.

Team Security Specialist/Police Officer (3) - Must have current credentials as a police officer at a municipal, state or federal level. Have experience in working with a multi-disciplinary team in an austere environment. Responsible for team and equipment security during activation, deployment and operations. Experience working with law enforcement and security operations at a regional, state and/or federal level is highly desired. A minimum of 3 years experience is required.

Chaplain (3) - Graduation from a seminary with accredited or associate membership in the American Association of Theological Schools is required. Ordained clergy with 2 years of full-time satisfactory service as a chaplain or pastor subsequent to seminary graduation is required. Chaplaincy experience in a hospital or public safety setting is desirable. Must be able to serve the diverse needs of a multi-disciplinary team of varying faiths and personal beliefs. This person must be fully capable of providing pastoral care and support for all team members and patients treated by the team. An ecumenical, non-denominational approach is required. Response team and/or military experience is desirable.